

**From:** Alexandra Gagner <[Alexandra.Gagner@cityofchicago.org](mailto:Alexandra.Gagner@cityofchicago.org)>  
**Sent:** Monday, December 16, 2019 10:22 AM  
**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>  
**Subject:** RE: 3rd party funded travel request

Good morning Steve,

I have returned from the National HIV and Hepatitis Technical Assistance Meeting taking place in Washington, DC (December 3-5, 2019) which I attended in my official capacity as the Hepatitis Epidemiologist in the Communicable Disease Program of the Chicago Department of Public Health. All expenses for the trip (airfare, ground transportation, lodging and meal per diem) are being covered by the National Alliance of State and Territorial AIDS Directors (NASTAD). NASTAD has directly paid for the airfare and hotel accommodations at the designated rate for 3 nights while providing reimbursement for ground transportation and a per diem allowance. Daily breakfast, one lunch and snacks were offered to all conference attendees.

Please let me know if there is anything else you need.

Thank you,  
Alexandra